



# CITY OF HELENA

## SAFETY COMMITTEE MEETING MINUTES

The City of Helena Safety Committee met on Tuesday, November 15, 2016 at the Parks Building from 1:30 PM to 2:35 PM.

### **Members Present:**

Ciarra Krantz – Human Resources  
James Fehr – Human Resources  
Carrie Hahn – Administrative Services  
Jason Fladland – Water Treatment  
Maggie Brownlee – Police  
Tim Nickerson – Parking  
Troy Sampson – Community Facilities  
Kelly Tuck – Fire (*for Ken Wood*)  
David Johnson – Parks & Recreation

### **Members Absent:**

Fred Irby – Wastewater Treatment  
Eric Sinclair – Solid Waste  
Brandi Dalton – Shop, Bus, Streets & Traffic

### **Guests:**

Pat Marron – Parks & Recreation

---

The meeting began at 1:30 PM.

### **Minutes:**

No meeting minutes were reviewed. Meeting minutes will be reviewed at the next meeting.

### **New Business:**

The Department of Labor and Industry (DLI) conducted an inspection of the Ten Mile and Missouri River water treatment facilities on 9/8/16 with Jason Fladland, Joe Edwards, and HR. The results of the inspection were shared with the committee and members reviewed the documents. As a result of the inspection, documented trainings for specific tasks/equipment (i.e. fork lifts, ATVs, skid steers) are required. Safety trainings for these types of tasks/equipment will be made available as needed for each department. If a committee member knows about an upcoming training, they should communicate with the entire safety committee so others can attend.

Safety training documentation was discussed. Documentation should include the name of the training, the date it was completed, attached materials (if applicable), and each employee's printed and signed name. A blank form will be dispersed to the committee members so departments can begin using with trainings.

As previously discussed, the worker's comp/injury reporting process (pink packets) has been revised. Trainings have begun and all committee members will need to communicate their upcoming staff meeting schedules so Ciarra can attend and present the new process. The training takes approximately 20 minutes.

All locations will need to complete a worksite self-inspection annually. The inspections were discussed and it was determined that a list of all locations would be provided so the committee could coordinate and complete the inspections at each location throughout the coming year.

The City HR Intranet safety pages will be revised and updated. Mock pages were shared with the committee. The new pages will include all safety documents, trainings, committee information, and injury reporting resources. No additional changes or feedback was given for the pages at this time. Ciarra will work with IT to develop the pages beginning on Monday, 11/21. If all goes well, the pages will be available for review at the next safety committee meeting.

A handout listing the 2016 worker's comp claims was dispersed in the meeting. The claims and patterns were discussed. There have been a total of 41 claims in 2016 with 22 related to muscle strain. Two suggestions were provided to avoid strains: stretching frequently and asking for help. This information will be used to create safety training opportunities.

**Follow-up:**

Ciarra will send a blank safety training document to all committee members so they can begin using them. Ciarra will also send the updated meeting schedule for the upcoming meetings.

Safety Committee members will communicate with Ciarra when each worksite has upcoming staff meetings so the worker's comp/injury reporting (pink packet) training can take place.

James and Ciarra will create a list of locations that need self-inspections. This will be shared at the next meeting.

**Other Business:**

Pat asked if safety incentives were possible for different departments. He discussed other organization's safety programs, including pay incentives to purchase safety equipment/gear for employees. If Pat is able to, he will provide resources from other organization's safety programs. Other factors may need to be discussed if the City were to adopt a similar program. The committee members were asked to think of additional incentives and will discuss in future meetings.

**Next Meeting:**

The next meeting is scheduled for Tuesday, January 24, 2017 at 1:30 PM to 3:00 PM. The meeting will be held at the City County Building in room 426.

The meeting adjourned at 2:35 PM.